



# Process Improvement Credentialing Standards

A Division of the Management and Strategy Institute

## Project Management Standards

### Introduction

These open source standards represent the minimum required standards for credentialing the above-named process improvement methodology. To comply with Process Improvement Credentialing Standards, organizations must conduct testing which covers all body of knowledge elements below. Organizations must also comply with Process Improvement Credentialing Standards 15-point organization standard v 0.1.115 or higher. Elements do not necessarily need to be presented in the order shown below. Trainers and organizations are encouraged to teach additional information above and beyond these standards at each level.

### Body of Knowledge

1. What is a Project
  - 1.1. Define a project
  - 1.2. Project characteristics
2. How Projects Fail
  - 2.1. Reasons why
3. Stages of Managing a Project
  - 3.1. Initiating
  - 3.2. Planning
  - 3.3. Executing
  - 3.4. Monitor/Controlling
  - 3.5. Closing

4. Project management processes
  - 4.1. Basic project management processes
  - 4.2. Organizational influences
  
5. Relationships of Portfolios, Programs, and Projects
  - 5.1. The relationships of portfolios, programs, and projects with project management, operations management, and organizational strategy.
  
6. Roles of the Project Manager
  - 6.1. Lead the project team
  - 6.2. Achieve the project objectives
  
7. Project Life Cycle
  - 7.1. Organizational Influences
  - 7.2. Cultural styles
  - 7.3. Environmental factors
  - 7.4. Communications
  
8. Project Management Processes
  - 8.1. Project management process groups
  - 8.2. Initiation, Planning, Execution, Monitoring, and Closing.
  
9. Project Integration Management
  - 9.1. Define, unify, or simplify processes through coordination and integration
  - 9.2. Develop the project management plan
  - 9.3. Direct and monitor work
  - 9.4. Perform change control
  
10. Meetings
  - 10.1. Role of meetings within project management
  - 10.2. Kickoff meetings & meeting efficiency
  
11. Project Scope Management
  - 11.1. Documenting how the scope of a project will be managed
  - 11.2. Prevent scope creep

## 12. Project Time management

- 12.1. Planning schedule management
- 12.2. plan a Schedule
- 12.3. define activities
- 12.4. Estimate needed resources and activity durations

## 13. Milestones

- 13.1. Develop milestones

## 14. Mind Mapping

- 14.1. Understand the visual tool of mind-mapping

## 15. Work Breakdown Structure

- 15.1. Fundamental management modelling tool
- 15.2. Convert Mind-map into a Work Breakdown Structure

## 16. Project Cost Management

- 16.1. Plan cost management
- 16.2. Estimate costs
- 16.3. Develop a budget
- 16.4. Control costs

## 17. Project Quality Management

- 17.1. Plan quality management
- 17.2. Perform quality assurance

## 18. Project Human Resource Management

- 18.1. Developing project roles and responsibilities for human capital
- 18.2. Ensuring that the necessary skills required by the project are in place

## 19. Communication

- 19.1. Communications management
- 19.2. Communicating stakeholder needs
- 19.3. Strategy to disseminate information

## 20. Issue Management

- 20.1. Manage issues that arise

## 21. Risk Management

- 21.1. Planning risk management
- 21.2. Conduct risk management activities
  - 21.2.1. Identify risks
  - 21.2.2. Perform a risk analysis
  - 21.2.3. Develop risk response plans

## 22. Procurement & Stakeholder Management

- 22.1. Managing agreements and contracts
- 22.2. Conduct procurements
- 22.3. Documenting the project procurement decisions
- 22.4. Identifying stakeholders
- 22.5. Manage stakeholder engagement

## 23. Managing a Project

- 23.1. Projects are temporary endeavors
- 23.2. Application of knowledge, skills, and tools to meet project requirements
- 23.3. Identifying requirements
- 23.4. Addressing customer needs
- 23.5. Stakeholder communication
- 23.6. Balancing competing constraints